

Administration

Civilian Aides to the Secretary of the Army

Headquarters
Department of the Army
Washington, DC
8 May 1987

Unclassified

SUMMARY of CHANGE

AR 1-15

Civilian Aides to the Secretary of the Army

This revision --

- o Requires new aides to sign a certificate specifically waiving right to compensation (para 5 and fig 2).
- o Makes two terms the standard tenure of civilian aides (para 5).
- o Affirms that civilian aides are under the Federal Employee's Compensation Act if injured or killed while serving in civilian aide activities (para 5).
- o Provides guidelines for standards of conduct (para 6).
- o Defines disqualifying conditions which would preclude an aide's continuance in the Program (para 6).
- o Discusses conflict of interest resolution (para 6).
- o Precludes members of the National Guard, Ready Reserve (Selected), Individual Ready Reserve, or Standby Reserve from serving as civilian aides (para 7).
- o Substitutes a narrative report format for Civilian Aides Semiannual Significant Activities Report (para 17).

Effective 8 June 1987

Administration

Civilian Aides to the Secretary of the Army

By Order of the Secretary of the Army:

JOHN A. WICKHAM, JR.
General, United States Army
Chief of Staff

Official:

R. L. DILWORTH
Brigadier General, United States Army
The Adjutant General

History. This UPDATE printing publishes a revision which is effective 8 June 1987. Because the structure of the entire revised text has been reorganized, no attempt has been made to highlight changes from the earlier regulation dated 30 November 1977.

Summary. This revision of the Civilian Aides to the Secretary of the Army Program changes the monitorship of the Civilian Aides Program and defines Department of

the Army policy concerning the composition, mission, and operation of the program.

Applicability. This regulation applies to the Active Army, the Army National Guard, and the U.S. Army Reserve.

Proponent and exception authority. Not applicable

Army management control process. This regulation is subject to the requirements of AR 11-2. It contains internal control provisions but does not contain checklists for conducting internal control reviews. These checklists are being developed and will be published at a later date.

Supplementation. Supplementation of this regulation and establishment of command or local forms are prohibited without prior approval of the Office of the Secretary of the Army (SAAA), WASH DC 20310-0100.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent agency of this regulation is the Office of the Secretary of the Army. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQDA (SAPA-CA), WASH DC 20310-1503.

Distribution. Distribution of this publication is made in accordance with DA Form 12-9A-R requirements for 1 series publications. The number of copies distributed to a given subscriber is the number of copies requested in Block 3 of the subscriber's DA Form 12-9A-R. AR 1-5 distribution is C for the Active Army, ARNG, and USAR. Existing account quantities will be adjusted and new account quantities will be established upon receipt of a signed DA Form 12-9U-R (Subscription for Army UPDATE Publications Requirements) from the publications account holder.

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*This regulation supersedes AR 1-15, 8 May 1987.

RESERVED

1. Purpose

This regulation defines Department of the Army policy concerning the composition, mission, and operation of the Civilian Aides to the Secretary of the Program. It also outlines the procedures for the selection and appointment of Civilian Aides to the Secretary of the Army and provides for separation of incumbent civilian aides from the program.

2. References

a. Required publications.

(1) AR 600–50, Standards of Conduct for Department of Army Personnel. (Cited in para 6a.)

(2) AR 604–5, Personnel Security Program. (Cited in para 9a.)

(3) AR 672–20, Incentive Awards. (Cited in para 16a.)

(4) Joint Travel Regulations, Volume 2. (Cited in para 13a.)

b. Related publications.

(1) AR 340–21, The Army Privacy Program.

(2) AR 381–20, U.S. Army Counterintelligence Activities.

c. Referenced forms.

(1) DD Form 398–2, Personnel Security Questionnaire (National Agency Check).

(2) FD 258, FBI Applicant Fingerprint Card Chart.

(3) SF 189, Classified Information Nondisclosure Agreement.

(4) DA Form 5247–R, Request for Security Determination.

3. Explanation of abbreviations and terms

a. Abbreviations.

(1) CAAM—Civilian Aide Area Manager.

(2) CCF—Central Personnel Security Clearance Facility.

(3) CONUS—continental United States.

(4) CONUSA—The numbered Armies in the continental United States.

(5) MACOM—major Army command.

(6) NAC—National Agency Check

(7) OSA—Office of the Secretary of the Army.

(8) USARPAC—U.S. Army, Pacific.

b. *Terms.* Civilian Aide Area Manager. The commander designated to manage civilian aide activities in his or her area of responsibility. For example, Commanding General, First U.S. Army, is designated to manage the activities of Civilian Aides from the First U.S. Army area.

4. Responsibilities

a. *The Secretary of the Army.* The Secretary of the Army directs the Civilian Aides Program through the Chief of Public Affairs. The Secretary of the Army appoints or reappoints civilian aides within the structure of this program.

b. *The Chief of Public Affairs.* The Chief of Public Affairs is designated point of contact on all civilian aide matters.

c. *Civilian Aide Area Manager (CAAM).* Civilian Aide Area Managers will provide recommendations of individuals for appointment and coordinate and support civilian aide activities in their areas of responsibility. CAAMs are designated points of contact for actions affecting civilian aides in their areas. The following commanders are designated Civilian Aide Area Managers in their respective areas of responsibility:

(1) Commanding General, First Continental U.S. Army.

(2) Commanding General, Second Continental U.S. Army.

(3) Commanding General, Fourth Continental U.S. Army.

(4) Commanding General, Fifth Continental U.S. Army.

(5) Commanding General, Sixth Continental U.S. Army.

(6) Commanding General, U.S. Army Military District of Washington.

(7) Commander-in-Chief, U.S. Army, Pacific (USARPAC).

(8) Commanding General, Sixth Infantry Division (Light).

d. *Civilian aides.* Civilian aides will—

(1) Provide individual advice to the Secretary of the Army, the Chief of Staff, Army, their CAAM, and commanders at all levels on public attitudes toward the Army. Civilian aides work closely with MACOM and installation commanders, State adjutants general and

other Army National Guard commanders, Army Reserve commanders, Reserve Officers' Training Corps region and area commanders, Army recruiting commanders, Professors of Military Science, Division/District Engineers, and others within their areas.

(2) Disseminate information about the Army's objectives, roles, requirements, and major programs to the public through public speeches, personal contact, and other means.

(3) Provide advice concerning the development of programs and methods to attain maximum understanding and cooperation between the civilian community and the Army.

5. Composition of the Civilian Aides Program

a. Civilian aide appointments.

(1) The Secretary of the Army appoints at least one individual from each State, the District of Columbia, the Commonwealth of Puerto Rico, American Samoa, the Virgin Islands, and Guam and one individual from each continental United States (CONUS) Army area to serve as civilian aide.

(2) Civilian aides at-large. The Secretary of the Army appoints civilian aides at-large at his discretion. The activities of civilian aides at-large are not restricted to any particular geographic area nor does each CONUS Army area have a prescribed number of civilian aides at-large.

(3) Civilian aides emeriti. The Secretary of the Army designates civilian aides emeriti from those who have served in the program. The civilian aide emeritus designation is permanent. Other special provisions which apply to civilian aides emeriti appear in paragraph 15.

b. *Civilian aide status.* Civilian aides are not employees of the Army, the Department of Defense, or the Federal Government. They agree to serve as representatives of the Secretary of the Army without salary, wages, or related benefits. Prior to being appointed for an initial term as civilian aide, the individual will be advised in detail as to this status. As a condition to the appointment, the appointee will acknowledge his or her understanding in writing by signing the certification in figure 1. The prohibition against receiving salary, wages, or related benefits for service as a civilian aide does not preclude reimbursement for transportation expenses for official travel or the payment of per diem during such periods. Nor does this prohibition affect the aide's entitlements under the Federal Employees' Compensation Act in the event of injury or death while in the performance of duty as an aide.

c. *Civilian aide term of office.* The term of office of both a civilian aide and civilian aide at-large is 2 years. An incumbent civilian aide is afforded the full responsibilities and privileges beyond the expiration of his or her term until formal, written reappointment or separation action is taken by the Secretary of the Army.

d. *Reappointment to successive terms.* The Secretary of the Army may reappoint a civilian aide to successive terms. A civilian aide who performs well will generally be reappointed after the initial term. Usually civilian aides will not be appointed to more than two terms.

6. Standards of conduct and disqualifying conditions

a. Though not Government employees and not subject to the provisions of AR 600–50, civilian aides, as representative of the Secretary of the Army, should observe the principles in that regulation. Civilian aides should avoid any situation producing an actual or apparent conflict between their private business interests and their roles as civilian aides.

b. When a civilian aide or a CAAM becomes aware of a disqualifying condition (for example, being elected or appointed to a Federal position, moving outside the area or State for which appointed, or of being confronted with a conflict of interest), he or she should immediately inform the Secretary of the Army or SAPA–CA. If the disqualifying condition or conflict of interest cannot be resolved, the civilian aide should immediately submit his or her resignation to the Secretary of the Army. If there is a question whether a conflict exists, the issue should be discussed with SAPA–CA for determination.

c. Upon the resignation of a civilian aide prior to the end of a term, the nomination and selection procedures in paragraphs 8 and 9 will be followed.

7. Criteria for selection of civilian aides

The aide candidate—

- a. Will be a United States citizen of outstanding character, integrity, and patriotism.
- b. Should have a deep interest in military affairs.
- c. Should be a leader in community affairs.
- d. Should be in a position to disseminate information about the Army to a broad cross section of the public and to other prominent citizens in his or her area.
- e. Should be able to interpret and affect public attitudes toward the Army.
- f. Should be able and willing to devote a reasonable amount of time to the activities of a civilian aide.
- g. Will not be a Federal elected or appointed official.
- h. Will not be an active member of the National Guard or a member of the Ready Reserve (Selected), Individual Ready Reserve, or Standby Reserve.

8. Nomination procedures

CAAMs, in coordination with the Chief of Public Affairs, are responsible for gathering and evaluating information on prospective nominees, for ensuring that conflicts of interest and disqualifying conditions do not exist, and for forwarding recommendations for appointment as directed by the Secretary of the Army.

a. *Nominations for civilian aides (other than civilian aides at-large).* No later than 90 days before the term of a civilian aide (other than of a civilian aide at-large) ends, the CAAM for the appointment under study will forward the following to the Secretary of the Army:

- (1) A recommendation with rationale for or against reappointment of the incumbent.
- (2) Additional nominations, as follows:
 - (a) If the incumbent is recommended for reappointment, two additional nominations, listed in order of preference.
 - (b) If the incumbent is not recommended for reappointment, three nominations, listed in order of preference. A recommendation for designation of the incumbent as civilian aide emeritus may be included.

- (3) A resume for each nominee.
- (4) An evaluation by the CAAM concerning the personal qualifications and fitness of each nominee for the appointment.

b. *Nominations for civilian aides at-large.* No later than 90 days before the end of the term of a civilian aide at-large, the appropriate CAAM will forward to the Secretary of the Army a recommendation with rationale for or against reappointment. Additional nominations for the appointment of a civilian aide at-large will not be submitted unless specifically requested by the Secretary of the Army.

c. *Request for nominations.* When appointment opportunities occur other than by expiration of term of appointment, the CAAM, in coordination with the Chief of Public Affairs, will promptly submit three nominations listed in order of preference.

d. *Additions to nominations.* Any addition to a slate of candidates will only be made with the concurrence of the appropriate CAAM.

9. Selections procedures

a. *Initial appointment.*

(1) When the Secretary of the Army selects a civilian aide for an initial term, the Secretary, through the Chief of Public Affairs, will request that the appropriate CAAM (or a designated representative) contact the individual to confirm his or her willingness to accept the appointment. The CAAM will also—

- (a) Inform the selectee that a letter formally offering the appointment will be sent by the Secretary of the Army and that the appointee must accept in writing.

(b) Provide the selectee with a certificate acknowledging the selectee's status and waiving any right to salary, wages, or related benefits as shown in figure 1. The signed certificate will accompany the letter of acceptance.

(c) Advise the selectee that a security clearance will be initiated.

(d) Advise the selectee that he or she must sign an SF 189 (Classified Information Nondisclosure Agreement).

(2) The selectee will write a letter of acceptance to the Secretary of the Army. For initial appointments, the term will run for 2 years from the date of the acceptance letter.

(3) When the acceptance letter has been received by the Secretary of the Army, SAPA-CA will—

(a) Notify the Office of the Secretary of the Army.

(b) Inform the CAAM of the effective dates of the term.

(c) Inform the Under Secretary of the Army, the Chief of Staff, the Vice Chief of Staff, and the Director of the Army Staff of the selection.

(d) Issue the Certificate of Appointment, civilian aide identification card, and civilian aide lapel pin to the CAAM for presentation.

b. *Reappointments.* The reappointment of a civilian aide is conducted the same as an initial appointment except that—

(1) The term expiration date of the new term is 2 years from the last day of the current term.

(2) The reappointee's letter of acceptance does not have to include the certificate shown in figure 1 or a statement waiving any right to compensation.

(3) Action regarding the security clearance is not required.

c. *Administrative procedures.* When notified by SAPA-CA that an individual has been appointed or reappointed, the appropriate CAAM will—

(1) Provide to HQDA (SAPA-CA), WASH DC 20310-1503, updated copies of the appointee's photograph and resume using the format in figure 2. The resume will include a photograph not smaller than 2 by 3 inches. Nonapplicable items listed in figure 2 may be omitted.

(2) Publicize the announcement, if appropriate.

(3) Arrange for an appropriate investiture ceremony.

10. Security investigation and clearance

a. Upon notification by SAPA-CA that a civilian aide has been confirmed for an initial term, the appropriate CAAM will—

(1) Assist the civilian aide in completing DD Form 398-2 (Personnel Security Questionnaire (National Agency Check)) and FD 258, FBI Applicant Fingerprint Card Chart. Both the DD Form 398-2 and FD 258 should be typed.

(2) Process the request for a NAC as specified in AR 604-5 with the following exception:

(a) Stamp the words CIVILIAN AIDE TO THE SECRETARY OF THE ARMY on the face of the DD Form 398-2. The words CIVILIAN AIDE will be on one line and should be in block letters at least one fourth of an inch high (Style 132 is suggested). The words TO THE SECRETARY OF THE ARMY will appear on the second line and will be smaller than the words CIVILIAN AIDE.

(b) Enter the following under "Return Results to": Secretary of the Army (SAAA-SO), Security Office, The Pentagon, Room ID614, WASH DC 20310-0105.

(c) Even though this NAC is for the purpose of a secret security clearance, do not enter U.S. Army or a unit identification code in this block.

(d) Indicate the CAAM designation; for example, First U.S. Army or USARPAC, in the upper right hand corner of the Return Results to block.

(e) Under reason for request, indicate "Secret," and "Other—Civ Aide." Enter the words "Civilian Aide to Sec Army" in the space provided for addressee code.

(f) Provide a copy of the DD Form 398-2 to HQDA (SAAA-SO), WASH DC 20310-0100, when the NAC has been requested.

b. The results of the NAC should be returned directly to the HQDA (SAAA-SO), WASH DC 20310-0100, rather than to CCF or the CAAM. If the Office of the Secretary of the Army (OSA)

Security Office does not receive the results of a NAC within 90 days of the confirmed initial appointment of a civilian aide, it will initiate followup action to ensure completion of the necessary investigation for a final security clearance.

c. Upon receipt of the completed NAC, the Security Manager (SAAA-SO) will review the NAC results and initiate a DA Form 5247-R (Request for Security Determination) in accordance with AR 604-5, appendix C. If the NAC results include unfavorable information, the Security Manager (SAAA-SO) will notify the Administrative Assistant to the Secretary of the Army and, when appropriate, SAPA-CA and the CAAM.

d. The Security Manager (SAAA-SO) will forward interim and final clearance certificates to SAPA-CA and provide copies to the appropriate CAAM.

11. Orientation of civilian aides

a. *Initial.* The CAAM will arrange for the initial orientation of the aide as soon as practicable after the selection of the civilian aide or civilian aide at-large. The orientation will focus on current Army programs, for example, soldier support programs, health service activities and civil works construction missions. A security orientation concerning his or her responsibilities in receiving, handling, and protecting classified information and an explanation of the provisions of AR 600-50, will be included in this initial orientation.

b. *National conference.* The Secretary of the Army conducts an annual national conference of all civilian aides.

c. *Army area conferences.* Each commander of the numbered armies in the continental United States (CONUSA) will hold an annual conference of civilian aides located in their geographic areas. The civilian aide for the District of Columbia will be invited to the First U.S. Army conference. The civilian aides from Alaska, Hawaii, American Samoa, and Guam will be invited to the Sixth U.S. Army conference. CONUSA commanders will invite civilian aides at-large who reside in their respective areas to their conference. CONUSA commanders will inform SAPA-CA concerning conference dates and locations.

12. Interaction with civilian aides

a. *Communication.*

(1) The Secretary of the Army and the Chief of Staff communicate directly with civilian aides.

(2) The Chief of Public Affairs mails periodic information packets to civilian aides. Copies of these information packets are provided to CAAMs by SAPA-CA.

(3) Other Army officials desiring to send material to civilian aides will coordinate with SAPA-CA.

(4) CAAMs will maintain close contact with civilian aides living in their areas. Copies of correspondence substantially affecting the Civilian Aides Program should be provided to SAPA-CA.

(5) In no case will a civilian aide's name be placed on a mailing list without the civilian aide's permission or without the authorization of the Secretary of the Army.

b. *Coordination.*

(1) Coordination with SAPA-CA is required on actions pertaining to the Civilian Aides Program except for those actions originated by CAAMs and pertaining solely to the affairs of these commands. CAAMs will inform SAPA-CA concerning major civilian aide actions.

(2) HQDA actions with an impact on individual civilian aides or the administration of the Civilian Aides Program will be coordinated with SAPA-CA.

(3) CAAMs will establish coordination procedures for monitoring of civilian aide activities within their areas.

13. Travel by civilian aides

a. *Official travel.* Civilian aides will use invitational travel orders for travel performed in the discharge of their duties. Commercial carriers will be used when Government conveyances are not available or their use would delay or interfere with the official duties of

civilian aides. Use of commercial transportation will be in accordance with Joint Travel Regulations, Volume 2.

b. *Issuance and funding of invitational travel orders.*

(1) The Office of the Secretary of the Army will issue and fund invitational travel orders for the annual National Conference of Civilian Aides and for special projects assigned by the Secretary of the Army.

(2) CAAMs will issue and fund invitational travel orders and transportation requests for conferences in their respective areas or for projects initiated by them.

(3) Commanding General, U.S. Army Military District of Washington will issue and fund invitational travel orders for the civilian aide for the District of Columbia to attend the First U.S. Army Civilian Aides Conference. Commander-in-Chief, U.S. Army, Pacific, and Commanding General, Sixth Infantry Division (Light) will issue and fund travel orders for their aides to attend the Sixth U.S. Army Civilian Aides Conference.

(4) The CAAM in whose area a civilian aide at-large resides will issue and fund invitational travel orders for that civilian aide at-large to attend the annual area conference.

(5) Other Army commanders, State adjutants general, Army Reserve commanders, and Professors of Military Science may invite civilian aides to participate in official projects. Unless other arrangements are made, the inviting official will issue and fund invitational travel orders as required. Such action should be coordinated with the appropriate CAAM and with SAPA-CA.

c. CAAMs will inform SAPA-CA concerning travel by civilian aides outside the area covered by the Civilian Aides Program.

14. Separation of civilian aides

Only the Secretary of the Army has authority to separate a civilian aide from the Program. Written notification is required. Until written separation action is taken, the incumbent civilian aide is afforded the full responsibilities and privileges beyond the expiration of the term. Action and resume files pertaining to individuals who have been separated from the program will be destroyed.

15. Civilian aides emeriti

a. To provide lasting recognition for outstanding service, the Secretary of the Army may offer the appointment of civilian aide emeritus to civilian aides previously associated with the active program.

b. The designation of an individual as "Civilian Aide Emeritus to the Secretary of the Army" is permanent and is effective upon notification or as indicated by the Secretary of the Army.

c. A Civilian Aide Emeritus Certificate will be forwarded by SAPA-CA to the appropriate CAAM for presentation. Actions by SAPA-CA and the appropriate CAAM as listed in paragraph 9a(3) and c apply.

d. The designation of an individual Civilian Aide Emeritus does not preclude the individual from receiving an award per paragraph 16.

e. Civilian aides serving in emeritus status will be invited to attend the National Civilian Aides Conference and the appropriate area civilian aide conference at their own expense.

16. Recognition of civilian aide service

a. *Special recognition during tenure.* Civilian aides are eligible for any award for which they qualify under the provisions of AR 672-20. However, any award proposed for an incumbent civilian aide under AR 672-20 which reflects endorsement of the Secretary of the Army will be approved by the Secretary.

b. *Separation awards.*

(1) Upon separation of a civilian aide from the Civilian Aides Program or upon the individual's designation as civilian aide emeritus, the Secretary of the Army may recognize the aide's service in one or more of the following ways:

(a) Personal letter of appreciation.

(b) Certificate of Appreciation for Patriotic Service as Civilian Aide to the Secretary of the Army not requiring accompanying

citation, together with the regular Department of the Army lapel button for Patriotic Civilian Service.

(c) Other awards for which the civilian aide may qualify under AR 672-20.

(2) When notified that the Secretary of the Army intends to separate a civilian aide from the program or to designate an individual civilian aide emeritus, the CAAM may provide the Secretary of the Army with a recommendation concerning an appropriate award. If the CAAM recommends an award higher than the Certificate of Appreciation, the recommendation will include an appropriate citation and supporting data as required by AR 672-20.

17. Civilian Aides Semiannual Report of Significant Activities (RCS SAOSA-179)

Periods covered by this report are 1 January through 30 June, and 1 July through 31 December. CAAMs will submit the report to HQDA (SAPA-CA), WASH DC 20310-1503, not later than the last working day of the month following the close of the reporting period. Reports may be in narrative form but will include date, location, and a description of significant activities.

C E R T I F I C A T E

I expressly agree that my services are being performed as a volunteer and that I am not, solely because of these services, an employee of the United States Government or any instrumentality thereof. I expressly agree that I expect no present or future salary, wages, or related benefits as payment for these volunteer services.

(Signature)

(Date)

Figure 1. Certificate acknowledging civilian aide status

Civilian Aides Program

Name

Appointment (State):

Name and Location of business:

Other current business affiliations:

Business/professional memberships:

Education:

Military Service:

US Government service:

State Government service:

Local Government service:

Memberships and other affiliations:

 Military-related:

 Civic/philanthropic:

 Fraternal:

Additional information:

Residence:

Date and place of birth:

Marital status:

Date of resume:

Figure 2. Format for a civilian aide resume

Unclassified

PIN 000214-000

USAPA

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TEXT FORMATTER ... Version 2.56

PIN: 000214-000

DATE: 11-19-98

TIME: 16:55:05

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